



Questions on Obtaining a Sign Permit

FREQUENTLY ASKED QUESTIONS ABOUT OBTAINING A SIGN PERMIT

Do I need a sign Permit? Any external sign that exceeds four (4) square feet and is visible from any public street requires a sign permit. In addition, any change in wording, composition, colors, or minor new structural repairs also require a new sign permit.

WHERE DO I APPLY FOR A SIGN PERMIT?

Sign permit applications can be obtained at the One Stop Shop located at 7447 E. Indian School Rd., suite 100 in the One Civic Center building between the hours of 8:00 a.m. and 5:00 p.m.

WHAT SHOULD I BRING TO APPLY FOR A SIGN PERMIT?

The more information you bring, the easier the process will be.

Please bring the following information:

- Photograph of the proposed sign location
- Dimensions (height and length) of the sign
- Height of the sign from grade (ground or sidewalk) to the top of the sign
- Drawing and/or photographs of the sign
- Wall signs – Measurements of the length of the wall that the sign is on or will be placed on
- Ground signs – Measurements from property lines to indicate the locations to the leading edge of the sign
- Method of attachment for wall signs, (i.e. paint, bolts, silicone, nails)
- Size of sign posts/pole, footing depth for ground signs
- A licensed contractor is required for all electric signs, you will need to furnish name, address, phone number, and license number on the sign permit.
- If applicable, bring notice of violation compliance order issued by the Code Enforcement Officer.

HOW MUCH WILL A SIGN PERMIT COST?

The fees will vary based on the quantity of signage and size requested. Typically, the following charges will apply:

PLAN REVIEW FEE

• 0-20 SQ FT	\$30.00
• 21-30 SQ FT	\$62.00
• 31-40 SQ FT	\$92.00
• 0-10 SQ FT	\$74.00 + \$130.00 BASE FEE
• 11-20 SQ FT	\$173.00 + \$130.00 BASE FEE
• 21-30 SQ FT	\$240.00 + \$130.00 BASE FEE
• 31 SQ FT and OVER	\$329.00 + \$130.00 BASE FEE
• GRAND OPENING	\$24.00 + \$130.00 BASE FEE
• INDIVIDUAL W / DR APPR	\$147.00
• NEW MASTER SIGN PROG	\$185.00
• AMENDMENT OR EXCEPTION TO EXISTING MSP	\$82.00

HOW MUCH SIGN AREA IS ALLOWED?

Building wall sign area is based on the lineal front foot of your leased space, or building front foot that you occupy. Generally, commercially zoned properties are allowed one (1) square foot of sign area for each lineal foot of building frontage. The primary entrance is used to calculate the total allowed sign area. Please review sign ordinance for exceptions to this method.

HOW LONG WILL IT TAKE TO RECEIVE MY SIGN PERMIT?

If complete information is received at the time of application, and the sign complies with ordinance requirements, you will receive your permit within 3 to 5 days from the date you submit your application. Some applications may require a site inspection to verify field conditions.

USERS GUIDELINES

The contents of the sign ordinance is organized into four (4) distinct categories with those consisting of guidelines for permanent as well as temporary signs. In addition, the ordinance allocates signage for individual business and tenant uses. Project or building (non tenant) identification signage including single user and multiple tenant buildings are also categorized in the ordinance.

The most efficient method in using the sign ordinance is to identify your use then proceed to that specific section. The various areas of the ordinance will discuss sign opportunity such as building wall, ground, monument, directional and directory sign types. The following is a summary of the primary sign use categories.

SEC 8.500-8.504

Permanent signs (unspecified uses) – If your sign type is not a specified use as defined by the ordinance refer to this section. This category generally defines uses for individual business and tenant identification.

SEC 8.510-8.525

Permanent signs for specified uses – This section will define allowable sign uses for a variety of developments such as hotels, schools, banks, and services stations.

SEC 8.530-8.541

Special Developments – A variety of multiple tenant commercial building, medical facilities, and master planned communities are defined by this section.

SEC 8.600-8.616

Temporary Signs – Sign types for uses such as subdivision, and multi family, open house, grand opening, master planned community, and auto dealership promotional events will be included in this section.

WHAT IF A HAVE ADDITIONAL QUESTIONS

If you have further questions on how to obtain a sign permit or code information, please contact the Development Services Dept. 480/312-7034 or email ckozall@ci.scottsdale.az.us.